



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-302
POSITION: Supply Technician
SERIES/GRADE: PG-2005-05
SALARY RANGE: \$25,347 - \$32,952 PA
ISSUE DATE: 11/08/02
CLOSING DATE: 12/01/02
NUMBER OF VACANCIES: One
ORGANIZATION: Materials Management Service
Stores Division
Supply Operations Section
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: Yes
AREA OF CONSIDERATION: Current and Former Federal Employees and Veterans

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent performs clerical work relating to supply support services necessary to insure the effective operation of the Materials Management Procurement and Control System. As the storekeeper, the incumbent performs a combination of tasks in the Self-Service Store, including the receipt, storage, issuance, and replenishment of a wide variety of office supplies, forms, and specialized personal computer items. Examines replenishment stocks upon receipt and notes overages, shortages, or any damage incurred in shipping. Prepares discrepancy reports as necessary. Answers recurring inquiries orally or in writing regarding the status of new requirements, such as, estimated delivery date of materials and other questions from customers. Receives problems/complaints and determines extent of concerns and initiates necessary action to resolve alleged complaints. Reviews backorder files to provide timely and accurate release of all backorders. Performs terminal operations consisting of entering, verifying, updating, correcting and/or retrieving transaction information pertaining to a wide range of supply functions. Reviews and evaluates data on various supply documents for completeness, correctness, and conformance with system guidelines. Investigates and resolves a wide range of discrepancies and problems which may arise in supply transactions. Verifies correctness of automated data listings, procurement and shipping documents, and other inventory control documents in support of office operations. Audits, verifies, and edits information on transaction documents/forms processed by the Section. Prepares necessary documentation to effect additions, deletions, or changes to properties authorized to be stocked for agency use.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to this position and has equipped the candidate with the knowledge, skills and abilities to successfully perform the duties as described above.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of supply transactions and inventory control procedures.
2. Knowledge and understanding of supply system work methods and guidelines.
3. Knowledge of general administrative procedures, supply transactions, and inventory accounting procedures.
4. Knowledge of automatic data processing as it relates to inventory control functions.
5. Ability to communicate both orally and in writing.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and an *Optional Form 612, "Optional Application for Federal Employment," (or SF-171)*.

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume*. If a resume is submitted, it must contain all pertinent data in the OF-612.

ALL applicants must include:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned)
- be a United States citizen or national (e.g. resident of American Samoa)
- include their Social Security Number on their application

SUBMIT APPLICATION(S) TO:

UNIT 1

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202)512-1292

FOR ADDITIONAL INFORMATION CALL:

(202)512-1590
TDD (202)512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****